

AMC Regulation 672-5

Decorations, Awards, and Honors:

U.S. Army Materiel Command (AMC) Annual Paul E. Burns Award

U.S. Army Materiel Command
9301 Chapek Road
Fort Belvoir, VA 22060-5527
4 August 2006

UNCLASSIFIED

SUMMARY of CHANGE

AMC-R 672-5

U.S. Army Materiel Command (AMC) Annual Paul E. Burns Award

This regulation --

- has been revised to update administrative information only (e.g., AMC address, office symbols, office names, and proponent block information).

- supersedes AMC-R 672-5, dated 23 February 1994.

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY MATERIEL COMMAND
9301 CHAPEK ROAD, FORT BELVOIR, VA 22060-5527

AMC REGULATION
NO. 672-5

4 August 2006

Decorations, Awards, and Honors

U.S. ARMY MATERIEL COMMAND (AMC) ANNUAL PAUL E. BURNS AWARD

Local supplementation of this regulation is prohibited unless prior approval is obtained from the proponent.

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1. **Purpose.** The purpose of this award is to determine and recognize the U.S. Army Materiel Command (AMC) outstanding employee of the year that has contributed significantly to advancement of the equipment publications program. This award program will identify and reward outstanding supervisory or nonsupervisory personnel who, in the daily performance of assigned duties, stand out as being model workers among fellow employees.

2. **Nature of award.** This award is established as a Prestigious Honorary Award, recognized by a plaque, in honor of Paul E. Burns, former presiding chairman of the AMC Equipment Manuals Council. The award will be presented to a civilian employee each year. Level of award is such to allow and recommend that the organization of the selected nominee initiate, within 30 days of the AMC formal award, a special act award (\$1000 suggested). Organizations submitting nominations for the Paul E. Burns Award are encouraged to grant their nominee a special act award (\$500 suggested). Organizations submitting nominations will be advised of the final selection prior to presentation of the award.

3. **Award eligibility.** Any individual employed by or assigned to Headquarters, U.S. Army Materiel Command (AMC), Major Subordinate Commands (MSCs)/Life Cycle Management Commands (LCMCs) and Separate Reporting Activities (SRAs) (including subordinate installations and activities), Program and Project Managers; and separate installations and activities reporting directly to HQ AMC during the award consideration period is eligible.

*This regulation supersedes AMC-R 672-5, 23 February 1994.

4. **Award consideration period.** That period commencing 1 year prior to nomination.

5. **Award selection criteria.** To be considered for this award, the nomination documentation must clearly indicate how the nominee has demonstrated the following work characteristics in the performance of his/her daily work assignments during the 1-year award consideration period:

a. Industry - Evidence of unusual or additional work efforts that resulted in a clear and positive accomplishment.

b. Initiative - Personal self-motivated actions that resulted in the completion of a program goal(s) or contributed to the nominee self-development.

c. Innovator - Implementation of new, novel, or original techniques or ideas in accomplishing or assisting the approach to completing an assigned program(s).

d. Team Player - Demonstrated actions in concert with other team/program members that contributed to the successful accomplishment of overall objectives.

e. Quality Products - Accomplishments of the nominee that resulted in equipment publications that were of high quality as determined from feedback from the target audience to which they were addressed.

f. Timeliness - Demonstrated ability to assure that equipment publications for which the nominee was responsible were delivered on time.

6. **Award nominating procedures.** The nominating procedures for this award are as follows:

a. Supervisors may nominate an employee for award consideration not later than 30 September each year.

b. Consideration for this award should be extended throughout the total mission operations of the nominating element and will cover all supervisory and nonsupervisory grades involved in support of any equipment publications program elements and all organizational elements.

c. The selection process is to be conducted in a manner that will ensure full and equitable consideration for this award for all personnel of the organization, including female, minority, and ethnic group members.

d. The final selectee of each nominating element should represent a cross-section of that organization's personnel who are currently performing outstandingly in equipment publication mission and operating areas, functions, and the various supporting elements within the command.

e. One individual will be nominated from each participating organization. Of these nominees, one person will be selected. Final selection of the nominee to receive the award will be made by a committee composed of the current voting members of the AMC Equipment Manuals Council

(AMC-R 15-3). In the case of a tie, the AMC Equipment Manuals Council chairpersons will agree upon and cast a single deciding vote.

f. Selection emphasis will be placed on the nominee whose exemplary performance of regularly assigned duties has resulted in a substantial contribution toward a continuing effective publications program. Other factors such as length of service and future career potentials will be of secondary consideration.

7. Information to be provided by nominating officials. Nominations for this award will be submitted to Executive Secretary, USAMC Equipment Manuals Council, c/o USAMC Logistics Support Activity, ATTN: AMXLS-AP, Redstone Arsenal, AL 35898-7466, and will contain the following information to be prepared as briefly and concisely as possible in the order stated below:

- a. Full name of nominee.
- b. Official position title, grade, and major subordinate command/activity.
- c. Length of service with AMC from ____ to ____; and total length of federal service: military ____ years; civilian ____ years.
- d. Name, address, and office symbol of nominee's assigned organization, including location.
- e. Name, grade, official position title, organizational location, and office telephone number of nominee's immediate supervisor or the organizational name, location, and office telephone number of the division, branch, or team responsible for the nomination.
- f. Brief description (no more than 50 words) of nominee's assigned duties/responsibilities during the awards consideration period.
- g. Brief statement (no more than one page, typed in no smaller than 12pt New Times Roman) describing specifically how this nominee fully meets the basic award selection criteria described in paragraph 5 above. (Statements exceeding one page or prepared in type smaller than that prescribed will invalidate the nomination.) Describe the extent and impact of the nominee's contracts and influence on associates and those specific operations or mission projects which were favorably affected by the nominee's significant job performance during the award consideration period. When applicable, include endorsements of this nomination by appropriate review authorities having major responsibilities in those particular areas of mission operation that have been affected by the nominee's outstanding service or performance.
- h. List awards or other formal recognition received for this service as well as any other award or honors received by the nominee.
- i. Brief biographical sketch, giving particulars on any formally completed educational and developmental attainments, any outstanding achievements of a special or professional nature

which related directly to this award determination, and any other information that is pertinent to fully describe the nominee's superior personal qualifications for this honor.

j. A proposed citation, highlighting the nominee's achievements.

8. Award approval authority.

a. Selected nominee will be approved by the Commanding General, AMC.

b. Award will be formally presented to the selected nominee in the spring of the year following award consideration period.

The proponent of this regulation is the United States Army Materiel Command. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Commander, HQ AMC, ATTN: AMCIO-R, 9301 Chapek Road, Fort Belvoir, VA 22060-5527

FOR THE COMMANDER:

WILLIAM E. MORTENSEN
Lieutenant General, USA
Chief of Staff

DISTRIBUTION:

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